BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Certificate in Information Technology Pearson BTEC International Level 3 Subsidiary Diploma in Information Technology Pearson BTEC International Level 3 Foundation Diploma in Information Technology Pearson BTEC International Level 3 Diploma in Information Technology Pearson BTEC Level 3 National Extended Diploma in Information Technology
Unit number and title	**Unit 20: Business Process Modelling Tools**
Learning aim(s)	**A:** Investigate the processes that organisations use to support their activities
Assignment title	Planning business change
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have obtained a work experience post at a local small business who make bespoke racing bicycles and currently make limited use of IT. The owners are aware that they may be able to use IT to improve the business efficiency and make them more competitive. They have asked you to investigate how they might use technology to improve their business processes.

Task 1	The director of the company has asked you to prepare a presentation for her and the company managers in which you evaluate how technology can be used to support an organisation's aims. Your presentation needs to cover the following: • an explanation of the different types of business processes which can be found in a typical organisation and how these support a company's needs • an explanation of how businesses can use technology to support their business processes and an analysis of the impact that business processes and technology can have on an organisation The director has also asked you to include in the presentation an evaluation of how effective various technologies can be in improving business processes and meeting an organisation's needs. Your presentation should include some real life examples of how technology has improved business processes and your discussion of the issues must be clear, balanced and fluent.

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Checklist of evidence required	Completed presentation
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the effectiveness of technologies used to improve business processes which supports an organisation's requirements.
A.M1	Analyse the impact of using business processes and technologies to support an organisation's requirements.
A.P1	Explain how different types of business processes are used to support an organisation's requirements.
A.P2	Explain how technologies are used to support business processes and their potential impact.

Sources of information to support you with this Assignment	Books: Johnston, G. Business Process Re-engineering, Amazon Media EU S.à r.l. (Kindle Book - ASIN: B0076WBWI4 Worthington, I and Britton C. The Business Environment. Pearson, 2104, ISBN-13: 978-0273756729 Ould, M. Business Process Management: A Rigorous Approach. BCS, 2005. ISBN-13: 978-1902505602
Other assessment materials attached to this Assignment Brief	*e.g., work sheets, risk assessments, case study*

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